

# COMPANY LETTERHEAD

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**Embassy of PORTUGAL**  
Kirlangic Street No: 39  
06700 GOP Cankaya, ANKARA

## To the Visa Section

Dear Madam / Sir,

We would much appreciate if you could kindly grant the necessary long term multiple visa to our permanent and full-time employee, who will visit your country on mentioned dates has given below, for TOURISTIC purposes on his/her annual vacation.

All expenses incurred during those trips to the SCHENGEN COUNTRIES will be paid by himself/herself. We hereby confirm and guarantee that the applicant will not overstay in your country or another Schengen State beyond the validity of the visa issued by you.

**Yours faithfully,**

..... (Name Surname)

HR Manager

..... (Signature)

.....(Company stamp)

## **Personal Information**

Name Surname : .....

Id. No / Passport No : .....

Contact Number : .....

## **Business Information**

Position in the company : .....

Date of Employment : .....

Monthly Salary Amount : .....

## **Travel Information**

Annual leave dates : ...../...../..... - ...../...../.....

Travel dates for visit : ...../...../..... - ...../...../.....

Starting date for work : ...../...../.....

Purpose of the Trip : .....

Cities to be visited : .....